AURORA

Shredder User Manual

1-800-327-8508
USA Only

1-310-793-5650
International

Email: info@auroracorp.com

For more information, please visit us at:
www.auroracorp.com

AU860MB

Model No.

Please read these operating instructions before using the unit.

⚠ WARNING: SAFETY INSTRUCTIONS, READ BEFORE USING!

Read instructions before use.

Do not spray or keep any aerosol products in or around the shredder.

Avoid touching the feed slot with hands.

Keep loose clothing or jewelry away from the feed slot.

Product is not intended for use by children (product is not a toy).

Avoid getting hair near the feed slot.

Do not insert foreign objects into the feed slot.

Keep away from moving parts.

- **Always turn the shredder off and unplug the power cord from the AC outlet when not in use, before cleaning, moving, or emptying the waste basket.**
- **RISK OF FIRE. Never use any petroleum based or flammable oils or lubricants** in or around the machine as some oils can combust causing serious injury.
- NEVER dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone and gasoline) in the shredder basket.
- **Never shred metal credit cards, large paper clips, window or insulated envelopes, continuous forms, newsprint, bound pages (for example: notepads, checkbooks, magazines, etc...), transparencies, laminated documents, cardboard, any items with adhesives, hard materials or plastic (except plastic Credit Cards and CDs).**
- **Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur.**
- A socket-outlet should be near the equipment and be easily accessible.
- Never let the wastebasket become full. This will lead to shredded material being pulled back up into the shredder and cause jams.
- Never place the shredder near water or any heat source.
- Do not use the shredder if the power cord is damaged in any way.
- Do not attempt to service this product yourself as doing so may expose you to sharp cutting blades and/or electricity and will void the manufacturer's warranty.
- Never try to clean or clear the shredder blade.
- Never shred beyond the specified sheet capacity. This may result in extensive damage to the machine.

Paper Shredder
Operating Instructions

Installation
Operation
Maintenance
Troubleshooting
Service Center
Limited Warranty

Sheet Capacity	8 Sheets of 20 lb. bond paper*
Paper Shred Size	5/32 in. x 15/32 in. pieces 4 mm x 12 mm pieces
Paper Entry Width	8.7 in / 220 mm
Credit Card / CD Capacity	1 at a time
Duty Cycle	6 min. on / 30 min. off
Voltage	120V~60Hz / 3.5 A

• *Shreds Credit cards, small paper clips, staples and CDs/DVDs*

*** ONE FOLDED SHEET OF PAPER EQUATES TO 2 SHEETS OF PAPER**
Heavier paper, humidity or other than rated voltage may reduce shredding capacity.

INSTALLATION

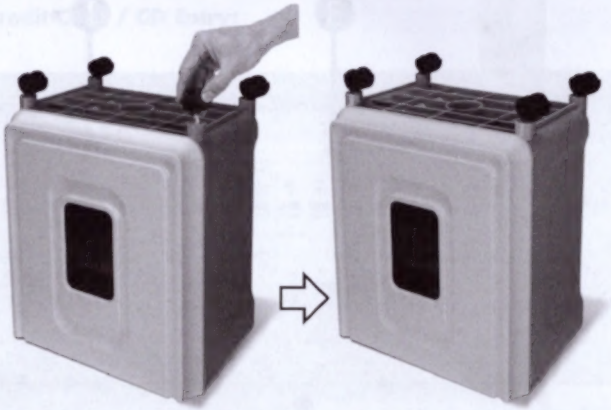
1. Make sure the basket door is securely closed shut. This shredder features a safety power cut off and will not operate if door is open. Shredders with pull-out wastebaskets feature a safety power cut off upon bin removal. The supplied wastebasket activates this switch, which allows the shredder to be operable.
2. Attach 4 caster wheels to the bottom of the shredder body.
3. A socket-outlet should be near the equipment and be easily accessible.
4. Connect the power cord to any standard 120 volt AC outlet.

⚠ Caution:

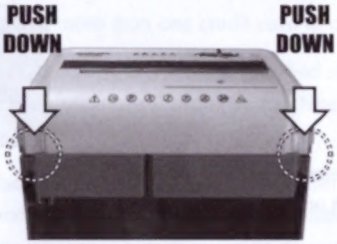
Microscut shredders have very sharp exposed blades on the underside.

1 Remove the shredder from the box.

2 Carefully lift and remove shredder head and casters from the shredder body.



3 Attach 4 caster wheels to the bottom of the shredder body.



4 Gently place the shredder head onto the shredder body.

5 Make sure the shredder head is correctly mounted.

FIGURE 2

❶ Control Switch

■ Using the switch located on the unit, select one of the following settings by sliding the switch either left or right. (FIGURE 2)

| **Auto / On:** This setting allows the shredder to be automatically started by inserting paper into the feed slot. Always feed the paper in as straight as possible. When the paper has passed through, the shredder will automatically stop.

O **Off:** This setting turns off all features of the shredder. For safety reasons, we recommend that you leave the shredder in the " off " position whenever the shredder is unattended or not in use.

⏮ **Reverse:** In the unlikely event of a paper jam, the reverse setting can be used to help clear the cutters of paper that did not pass through. Never attempt to clear a jam by using the reverse function until you have emptied the wastebasket.

⏭ **Forward:** The forward setting can also be used to help clear the cutters in the event of a Paper jam. This allows to manually activate the shredder into cutting mode.

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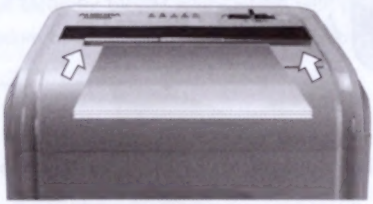
❷ Paper / Credit Card / CD Entry:



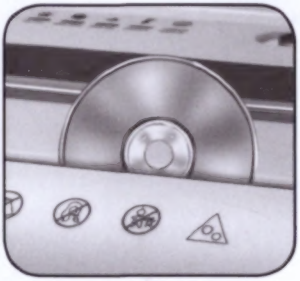
❶ Make sure you do not exceed sheet count per pass (8 sheets max).
Insert paper as straight as possible into feed slot and release.

❷ Insert one credit card at a time into the middle of the feed slot.

■ NOTE:

- Always turn off and unplug the shredder when not in use.
- This shredder will shred staples and small paper clips. It is recommended that you remove paper clips whenever possible to extend the lifespan of your shredder.
- Only shred credit cards by feeding them vertically into the middle of the entry, releasing when shredding begins. Never feed more than one credit card at a time.
- Overfeeding the shredder: Shredding beyond the specified sheet capacity can result in extensive damage to the shredder. Overfeeding will strain the machine and quickly wear and break the cutting blades and internal components.
- Overheating with extended use: In the event that the shredder has shred continuously beyond the maximum running time and overheating, the unit will automatically shut off. If this happens, switch the shredder off for 30 minutes or longer before resuming normal operation.

■ Features a CD/DVD destroyer:



⚠ Caution: Do not hold CD/DVD with finger through the center ring while feeding into the shredder. Serious injury may occur.

Never feed more than one credit card or CD/DVD at a time.

1) Hold the CD/DVD by the edge and feed one at a time, releasing when shredding begins.
2) Shredder will stop when the entire disc has been destroyed.

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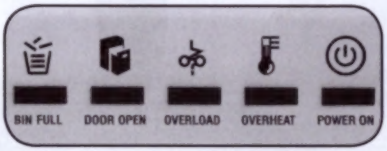
❸ LED Status Indicators:



Bin full / Door open / Overload / Overheat / Power On

- **Power On:**
  The Green LED light indicates the shredder is "On" and ready to operate when paper is inserted.

- **Overheat:**
  The Red LED light indicates the shredder has shred continuously beyond the maximum running time and overheating, the unit will automatically shut off. If this happens, switch the shredder Off for 30 minutes or longer before resuming normal operation.

- **Overload:**
  The Red LED light indicates when too much paper is inserted. Use the "Reverse" mode to back up and reduce number of sheets.

- **Door Open:** The Red LED light indicates the shredder basket is not pushed in properly.
  Shredders with pull-out wastebaskets feature a safety power cut off upon bin removal. Make sure the pull-out wastebasket is properly set back into place and the green "Power On" indicator is lit.

- **Bin Full:**
  When the "Basket is Full", the RED light will indicate it needs to be emptied. While lit, the shredder will be inoperable until the wastebasket is cleared.

■ **Warning: Failure to properly maintain your shredder will void the warranty.**

■ Oil the shredder blades every month with basic vegetable, cooking oil or shredder oil. Follow oiling procedure below (FIGURE 3). It helps to keep the shredder blades operating well over many years of use.

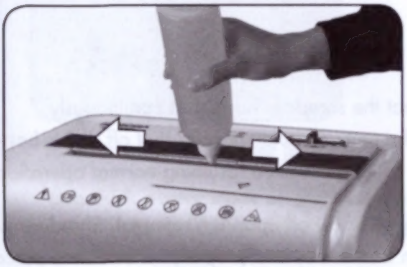


FIGURE 3

◀Oiling procedure:

1. Turn off shredder.
2. Apply shredder oil across paper entry.
3. Turn shredder in reverse mode for 3~5 seconds.

Note: lubricating oil is NOT included.

⚠ Caution:

- **Do not spray or keep any aerosol products in or around shredder.**
- **DO NOT USE CANNED AIR ON SHREDDER.**

■ **CLEANING:**

- ALWAYS UNPLUG THE SHREDDER BEFORE CLEANING!
- Only clean the shredder by carefully wiping the unit with a dry soft cloth or towel.
- Do not clean or immerse shredder in water. Having the unit wet may result in damage or malfunction to the electrical components. If the shredder happens to get wet, be sure to completely dry the unit immediately with a cloth or towel.
- Never use anything flammable to clean the shredder. This may result in serious injury or damage to the product.

TROUBLESHOOTING

If there is a problem with your shredder, check below for the symptoms and steps to resolve. If you continue to have problems, contact customer support at our Service Center **1-800-327-8508. DO NOT ATTEMPT TO REPAIR BY OPENING THE SHREDDER HEAD. This will completely void the product warranty.**

■ The shredder does not work at all.

1) Make sure the unit is **plugged in** and that the outlet is in good working order.

2) **Overheating with extended use:** In the event that the shredder has shred continuously beyond the maximum running time and overheated, the unit will automatically shut off. If this happens, **switch the shredder Off for 30 minutes** or longer before resuming normal operation.

3) Shredders with pull-out wastebaskets feature a safety power cut off upon bin removal. Shredder will not function unless the pull-out wastebasket is pushed in all the way and properly set back into place.

4) If using a plastic bag to line the wastebasket, please remove it. This may cause the shredder not to operate properly.

5) The activation sensor of the shredder is located near the center of the feed slot. Be sure to feed directly into the center area to activate the machine (especially applies to smaller pieces of paper or credit cards).

6) When the "Basket is Full", the LED status indicator will indicate it needs to be emptied. While on, the shredder will be inoperable until the wastebasket is cleared.

■ The shredder runs in "Rev (Reverse)" mode but not in "Auto (On)" mode.

While in "Auto" mode, the motor will not start running until paper is inserted into the feed slot. Set the unit to "Auto" and insert paper to shred. The sensor that activates the shredder in Auto mode is located directly in the center of the slot. If the paper you are inserting is narrow, it may not be activating the optical sensor. It is also possible that the feed slot has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blockage.

■ How to clear a paper jam in the shredder.

1) Switch the shredder over into Reverse (REV) mode. While in Reverse, the shredder will back up and loosen the jammed paper. If required, you may need to tug and remove several sheets to effectively clear the machine. When jammed paper is loosened or removed, switch back to the Auto-On mode to continue shredding. Repeat steps if needed.

2) With stubborn situations where the reverse function does not help, you may loosen the jammed paper with shredder oil (cooking oil is acceptable, nothing aerosol). Start by drizzling oil into the feed slot where the paper is jammed. Let it soak for about 30 minutes to completely saturate. Return

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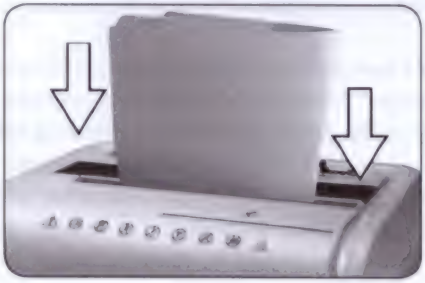
TROUBLESHOOTING

the shredder back to **Auto-On mode**. **If required, an index card or a rigid sheet of cardstock (old greeting card or folded file folder) can be fed into the shredder to help push the jammed paper through.**

▲ **Power switch in auto position**

Use thick paper stock or greeting card ▶ to push the jam through



■ The shredder is constantly running while in "Auto (On)" mode.

1) It is possible that the activation sensor, which starts the shredder, has become blocked with paper. Insert an index card or any rigid sheet of cardstock (old greeting card or folded file folder), directly in the center of the feed slot, while applying force to help push the jammed paper through. This will usually clear any paper blocking the activation sensor and feed entry.

2) The activation sensor is being triggered by dust, debris, or oil. A cotton swab may be used to clean the sensor. DO NOT USE CANNED AIR. The activation sensor of the shredder is located around the center of the feed entry.

SERVICE CENTER

If you have any questions in regards to the operation of this shredder or in need of a spare part, please contact our service center at:

Aurora Corp. of America
Telephone: **1-800-327-8508 (U.S.A. only) or 1-310-793-5650 (International)**
Business hours: Monday to Friday 8:00 am - 5:00 pm PST (Pacific Standard Time)
Email: info@auroracorp.com

Or for more information, please visit our website at **http://www.auroracorp.com**

LIMITED PRODUCT WARRANTY

Aurora warrants the cutting cylinders of the machine against defects of workmanship and material for a period of **5 years** from the original purchase date to the original consumer. Aurora warrants all other parts of the machine against defects of workmanship and material for a period of **1 year** from the original purchase date to the original consumer.

Should there be a defect or malfunction of this product, Aurora will repair or replace the product free of charge. Customer is responsible for all shipping charges to return the defective product to Aurora. **A copy of the proof of purchase showing original purchase date is required.** This warranty is void if the product has been subject to damage, unreasonable use, improper service, or other causes not arising from defects in original material or workmanship. This warranty is void if factory seal is broken or removed from the product. This warranty does not include adjustments, parts or repairs required by circumstances beyond the control of Aurora.

There are no expressed warranties other than those stated herein.

Any expressed or implied warranties, including but not limited to merchantability and fitness for a particular purpose are limited to the above warranty period. Aurora shall not be liable for any incidental or consequential cost, expenses or damages resulting from any failure defect or malfunction of this product.

Some states do not allow the exclusion of limitations of implied warranties or consequential damages, therefore, the above limitations may not apply to you.

This warranty grants you specific legal rights, and you may also have other rights that vary from state to state.

Before returning any product, please call our Service Center for specific return instructions.

Aurora Corp. of America: 1-800-327-8508 USA ONLY
1-310-793-5650 INTERNATIONAL • info@auroracorp.com

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Should there be a defect or malfunction of the product, Sigma will repair the defective product free of charge. Customer is responsible for all shipping charges to and from the authorized repair facility. **A copy of the proof of purchase showing original purchaser, date is required.** This warranty is void if the product has been damaged in shipment or mishandled, has been used in other than normal use, or other circumstances which in original repair or service opinion. This warranty is void if factory seal is broken or removed from the instrument. This warranty does not include consumables, parts or repairs needed by circumstances beyond the control of Sigma.

There are no expressed and implied warranties, including but not limited to, merchantability and fitness for a particular purpose, except as stated in this limited warranty section. Sigma shall not be liable for any incidental or consequential damages, expenses or liabilities, or any other delays or malfunction of this product.

Some states do not allow the exclusion or limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts, so the above limitations may not apply to you.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Before returning any product, please call our Service Center for assistance, unless it is defective.

Service Dept. of Sigma: 1-800-737-SIGMA (7446)
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